



Agency
Agency address line1
Agency address line 2

Invoice

Example

Customer:
<Customer name>

Invoice Number: 120124.1_1REF1
Statement Date: 09/01/2010

Customer name
Address line1
Address line2
Address line3

Total Balance Due: \$300.00
Due Date: 10/1/2010

Payment: _____

Include a copy of Invoice with payment

Statement #	Permit #	Fees to Date	Payments to Date	Balance Due
1P-1211-491	ROWA11-0123	250.00	0.00	250.00
1P-1211-492	ROWA11-0132	250.00	250.00	0.00
1P-1211-493	ROWA11-0145	250.00	200.00	50.00
Total Balance Due:				300.00

Payments may be made in person or mailed to:
[Agency]
[Agency Address]

For online payments, go to <Portal/ACA URL>, log in, and <payment instructions>.

Please make check payable to King County Office of Finance. To ensure proper credit, please include the permit number on your check. A late penalty equal to 1% of the unpaid balance may be charged for all accounts past due. Pursuant to RCW 19.16, collection action may be taken on any account more than 30 days past due.

<Caveats, disclaimers, verbiage here.>

For billing questions, please call <phone#>.